# OULMS User Guide

Ver. 01

E-LEARNING

## The Open University of Sri Lanka

**-IT Division-**

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## General Information

Once you successfully complete your onsite registration, you are ready to access the **student email**. The guidelines are available in this link: **OUSL Student Email Guide**

Now a new OUSL email address is assigned to each of you like the following pattern: 'yourSID@ousl.lk'.

The administrators will create an email account for you, by combining your S-Number and our domain address '@ousl.lk'. Therefore, you will get an email address something like this S12345678@ousl.lk (example).

You will receive an SMS like this.

*We are pleased to inform you that your OUSL email account has been successfully created. This email account will serve as an official means of communication between you and the OUSL. Your email password is U+NIC. Ex:- U899912345V or U198999123456.*
*https://reginfo.ou.ac.lk/doc/eGuide.pdf - IT Div*

You will receive an email like this.

Dear {Title} {Initial} {LastName}

**You are warmly Welcome to the Open University of Sri Lanka!**

We are pleased to inform you that your OUSL Domain Account ({DomAcc}) has been successfully created. This domain account can be used to access the following resources and services provided by the Open University of Sri Lanka.

1. **To access the Wi-Fi facility in the University.**
2. **To access the MyOUSL Student portal.**
3. **To access the resources in the Moodle Learning Management System (LMS).**
4. **To use as Single Sign On (SSO) for most of the resources and services in the OUSL.**

Please note that access to some of the services and resources may be available within a few days and may take time to activate your account. You may contact the IT division for IT-related information and help.

Wish you all the very best!

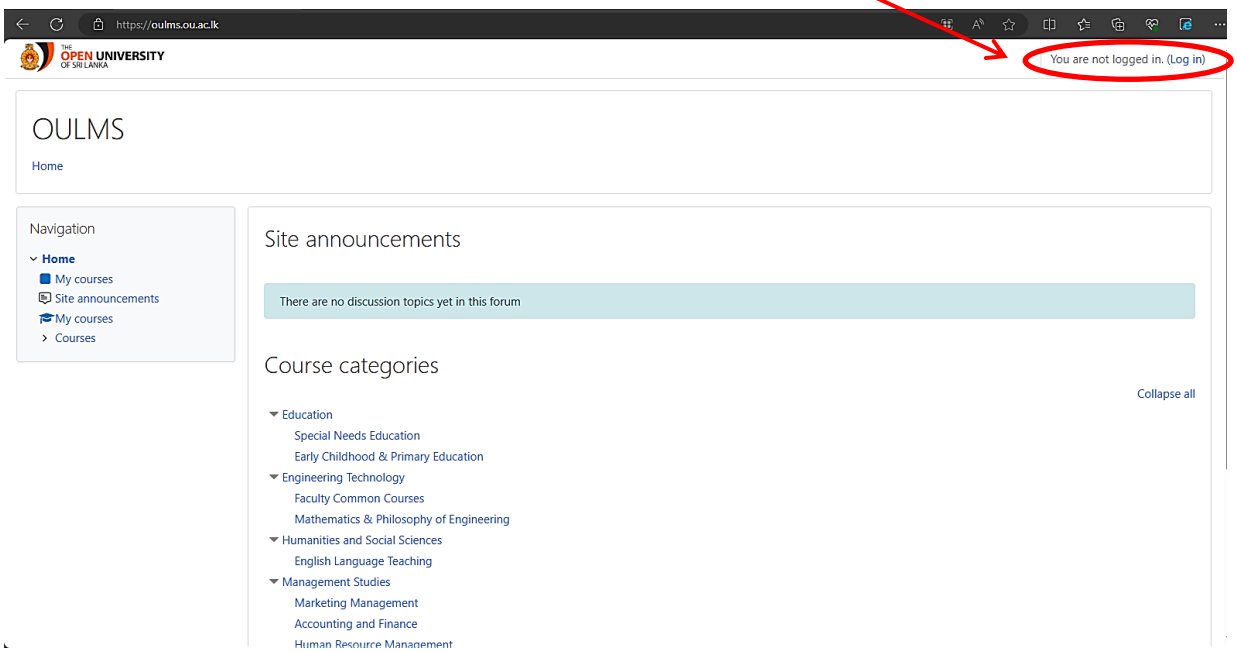
IT Division – The Open University of Sri Lanka
IT Help Desk - 0112881055/0112881378
ithelpdesk@ou.ac.lk
https://ou.ac.lk/itd/

# Introduction

Simply, a Learning Management System (LMS) is a software tool enabling the creation, delivery, and reporting of training courses and programs. The Open University of Sri Lanka has also joined the system under the name of **oulms**. Its URL is https://oulms.ou.ac.lk

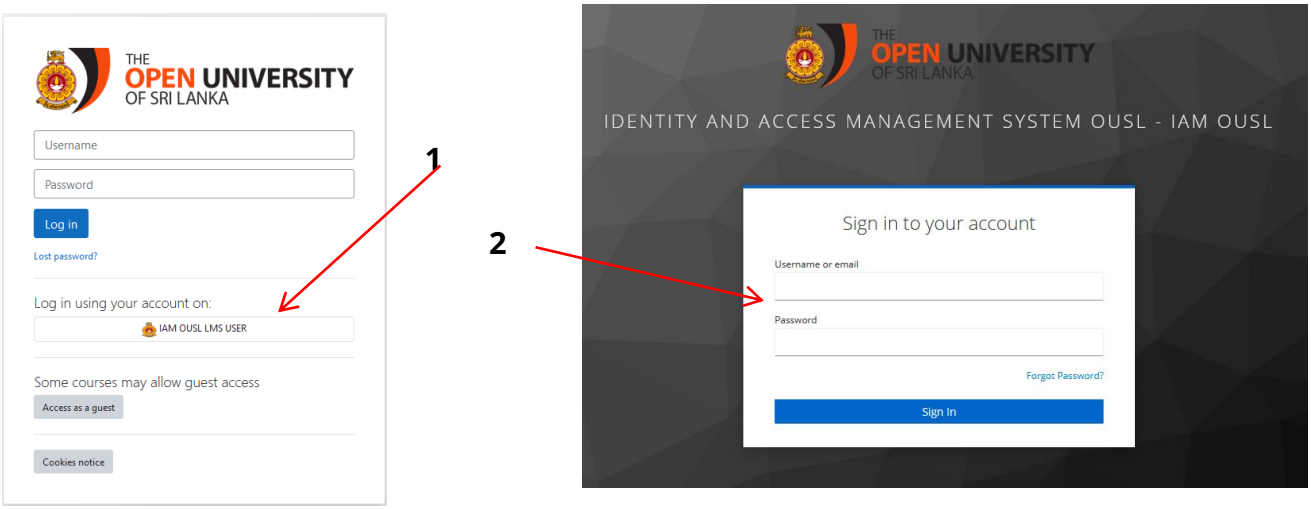
You can refer to the home page of that web service using the above URL. But understand that you are **not** exactly logged into it.

Note that it is indicated in the upper right corner in your web browser. This is shown in the screenshot below.




ATTENTION *Note that you will need an account to access it. If so, how do you create an account properly?*

## Steps you needed to log-on to the 'oulms' account.




1. If the above screen is shown in your web browser, click the "IAM OUSL LMS USER", which is shown in the center of the screen. IAM OUSL LMS USER

2. To access a web service, usually you require a username and a password. The Open University has provided you with the following credentials for that.

   Username - is your "s" number (SID) as in the student recordbook.
   Password - is your National ID Card Number need to use as follows,

   For OLD NICs (with 9 numbers and the English letter at the end)
   → U899912345V (Type capital letter U first and then enter your NIC number, and at the end, the letter needs to be typed as same as in the Student Recordbook.

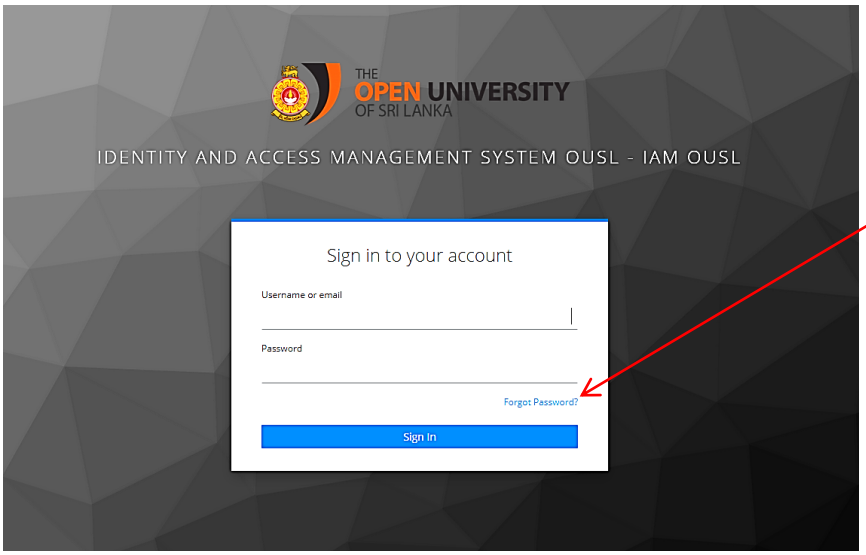
   For the New 12-digit NICs → U198999123456 (First type capital letter U and then enter your NIC number. Without spaces)

   Finally press the **Sign In** button.

You can access the **oulms** web portal only and if the username and password you provided are correct.

## Forgot Password

If you forget your password, you can use your email address to reset your password by using the Forgot Password link in the sign in screen.




## Moodle Logging via Single Sign On/Off (SSO) – (IAM)

For all official correspondence, please use this OUSL email. Same login credentials given above are applicable to access your new email (Username: SID, Password: NIC). This email is transferred into your 'oulms' online profile too. All 'oulms' notifications will be automatically sent to your OUSL email. If you must clarify anything regarding your OUSL email, please contact: ithelpdesk@ou.ac.lk.

ATTENTION *If you have problems in logging in and accessing your online course(s) please send an email to ithelpdesk@ou.ac.lk.*

ATTENTION *If you have any queries regarding the content of an individual Course/Programme, please contact the relevant Course/Programme Coordinator.*

Hope you will have a rewarding and meaningful learning experience.

**online**!
Course coordinator